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C O P Y

February 14, 1956

Honorable Wayne L. Hays
Chairman
Committee on House Administration
Subcommittee to Investigate Federal Printing
House of Representatives
Washington 25, D. C.

file - Records
FILED: RETURN TO
RECORDS MANAGEMENT DIVISION

Dear Mr. Hays:

I am pleased to furnish you with the information you requested in your letter of January 23, 1956, regarding the steps the Commission has taken in furtherance of the objectives of the Hoover Commission regarding paperwork management.

The Commission has had a Management Control System in operation for several years which covers all of the major areas referred to in the Hoover Commission Report on Paperwork Management. Handbooks have been issued to our employees on the forms control, correspondence management, and records management programs. We feel that these programs are operating effectively.

You may be interested in the attached memorandum which our Executive Director recently issued to bureau directors and staff officials on the subject of paperwork management. This memorandum emphasizes the importance we place on paperwork management in the Commission and also describes some of the results of our records management program.

Since you indicated an interest in our overall forms management program, let me describe briefly how it operates. Our Bureau of Management Services which is responsible for our overall forms control program has issued a handbook which covers all phases of forms work, including the design, analysis, functional classification, and printing and stocking of forms. Each division and regional office in the Commission has designated a person to spend part-time as "forms control employee" of the division or region. This person is responsible for the program within the division or region.

Forms used by two or more divisions or regions are cleared at a central point in the Bureau of Management Services which is responsible for the design, clearance, and numbering of forms used Commission-wide. We use the term "CSC Forms" to identify these forms. They are stocked centrally and are issued on requisitions to the using divisions or regions. Each operating division and regional office controls the forms used only by the division or region. The division or region forms control employee

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is responsible for the functional analysis, design, and numbering of these forms. They do not clear through the Bureau of Management Services. These forms are prefixed by the standard abbreviation of the division or region, such as "DX" to identify forms used within the Examining Division of the Bureau of Departmental Operations.

In order to avoid duplication of existing forms by new forms, a functional classification index of CSC Forms is issued to each forms control employee. This index lists CSC Forms according to functions and gives a brief description of each form. Before a new division or regional office form is issued, the functional classification index is first checked by the forms control employee to see if a CSC Form exists which would serve the same function as the proposed forms.

Decentralizing the forms control function permits continuous study of forms at the operating level. Centralized printing of forms used on a Commission-wide basis results in savings in printing costs. The use of prescribed forms by all regional offices and divisions eliminates duplication and the resultant multitude of unnecessary forms.

25X1A9a In addition to the memorandum on paperwork management, I am enclosing copies of our handbooks on forms control and records management. [REDACTED] Chief, Organization and Methods Office, will be glad to supply any additional information you might need on our paperwork management program.

If there is any other information which we can furnish which will assist you in your study, please feel free to call on us.

Sincerely,

[REDACTED]
Chairman

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